

## DUTY STATEMENT

<b>Classification:</b> Staff Information Systems Analyst (Specialist)	<b>Branch:</b> Information Technology Services
<b>Work Title:</b> Systems Analyst	<b>Section:</b> Project Development and Support
<b>CBID:</b> R01	<b>Position No:</b> 210-1312-008
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

### **POSITION DESCRIPTION:**

Under the general guidance of the Manager, Project Development and Support Office (PDSO), the incumbent serves as a Systems Analyst providing project management, technical and business analysis, and database administration to support and maintain complex business applications. This is a technical position responsible for working closely with Commission staff to identify and analyze business and technical requirements and the cost and benefits of implementing or enhancing a computing solution. The incumbent serves as the project leader for one or more concurrent IT projects including but not limited to web and database development. Responsibilities include preparing and maintaining detailed system specifications, coordinating development and implementation efforts with technical staff, instructing, directing and checking the work of programming personnel, and providing support for IT projects from inception to post implementation. The incumbent is required to independently research, document, present project solutions and negotiate options with Commission staff and consult with project team members to lower project risk and enhance project success.

### **WORKING CONDITIONS:**

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent is expected to understand internal and external project development, reporting and contracting processes. The incumbent must have a thorough understanding of project management tools and methodologies. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment. The incumbent:

- 35% Works with Commission staff to interpret requirements for systems development. Evaluates business processes, prepares detailed system specifications, recommends alternative solutions and negotiates options that are the best interest of the Commission. Acts as a project leader and manages complex technology projects from inception to post implementation evaluation. Provides oversight to other project managers, project leaders, and project teams to ensure compliance with project

management best practices, State and department standards. Participates in the design, development, implementation and maintenance of business applications. (E)

- 25% Performs database administrator (DBA) and systems administrator duties to support and maintain computing systems including but not limited to web services, databases, document and content management systems, and modeling systems. (E)
- 20% Researches and analyzes information technology issues; prepares reports, issues papers, and assists in the development of PDSO policies and procedures. Works closely with PDSO staff to build a collaborative bridge with other users to implement data and web management policies. Assists with staff training, provides mentoring to support staff and promotes project initiation and implementation process. (E)
- 10% Coordinates with network staff in the implementation and maintenance of an application test laboratory for distributed software applications. Researches and evaluates emerging technology trends and the applicability and usefulness of the technology to meet the business needs of the organization. (E)
- 5% Assists staff with conducting feasibility studies and serves as a liaison with the Department of Finance for submitting and facilitating approval of Feasibility Study Report (FSR's). (E)
- 5% Performs other project, analytical and technical duties consistent with the specifications for the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<hr/> <i>Vacant</i> Employee	<hr/> <i>Steve Bonta</i> Supervisor
<hr/> <i>Date</i>	<hr/> <i>Date</i>